



COMDTINST 5212.19

JUL 19 1999

COMMANDANT INSTRUCTION 5212.19

Subj: RECORDS MANAGEMENT UPDATES/REQUIREMENTS

- Ref:
- (a) The Paperwork Management Manual, COMDTINST M5212.12
  - (b) National Archives and Records Administration (NARA) Memorandum NWM 17.99 of 28 May 99, "Changes in Records Disposal Procedures"
  - (c) NARA Memorandum NWM 16.99 of 24 May 99, "Inventorying and Scheduling Electronic Systems"
  - (d) NARA Bulletin 99-04, "Instructions for Preparing Records Schedules for Electronic Copies and Plans for Scheduling Electronic Copies"
  - (e) General Records Schedules (GRS), Transmittal No. 8, published by NARA, Dec 98
1. PURPOSE. This Instruction announces recent National Archives and Records Administration (NARA) requirements for management of Federal records, both in paper and electronic format, in addition to the provisions of reference (a).
  2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officer of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed.
  3. BACKGROUND. NARA is the regulatory agency for the Federal Government responsible for promulgating policies/procedures for managing records. NARA is instituting a number of new business processes in response to: a recent mandate by The Office of Management and Budget (OMB) regarding "fee for service"; resolution of a court case involving electronic media; and the increased use of automated systems. Major Coast Guard commands/Headquarters directorates were notified in July 1998 of OMB's mandate that NARA charge for storage/servicing of records.

4. POLICY/PROCEDURES. The following are new/modified requirements of the Records Management (RM) Program.
  - a. The Reimbursable Program. Following disposition requirements of reference (a), Federal Records Centers (FRCs), managed by NARA, will begin charging \$3.38 per cubic foot for the storage, accessioning, disposal, referencing, refiling and interfiling of records beginning in Fiscal Year 2000. (Note: Exact charges for military personnel records maintained in St. Louis have not yet been determined.) NARA will be signing Memoranda of Agreements with districts, MLCs, and ISCs and setting up individual accounts. Thereafter, units will be billed monthly for storage/servicing of their records. Coast Guard commands/Headquarters directorates are reminded to notify Commandant (G-SII) in the event of an assignment/re-assignment of a Records Coordinator.
  - b. Changes in Records Disposition Procedures. Reference (b) modified procedures for destruction of scheduled records held in Federal Records Centers (FRCs). The FRCs will continue to send NA Forms 13001, "Notice of Intent to Destroy Records" when scheduled records have reached their destruction date per reference (a). In addition to sending these forms via certified mail/return receipt to commands owning the records, beginning 1 October 1999 FRCs will wait to destroy records pending written notification from the Coast Guard. Commands shall ensure that subject records are no longer needed for operational purposes, investigations, audits or litigation. Note: Per Change-5 to reference (a), environmental documents are still on a freeze.
  - c. Impact of Y2K on Electronic Systems. Per reference (c), as systems are modified, replaced or retired, managers shall ensure that electronic data/documents are maintained in a reliable, readable and accessible format for their scheduled retention periods. Program managers shall submit a Standard Form 115, "Request for Records Disposition Authority" to Commandant (G-SII) for any unscheduled records, proposing a disposition pending NARA's approval. Further, focus should be placed on those Y2K systems slated for replacement/retirement, i.e. data should be migrated from superseded Y2K systems to new ones. Reference (d) provides further guidance on scheduling electronic copies of records not covered by reference (e).
5. INTERNET AVAILABILITY. References (b)-(e) are available from the National Archives site at <http://www.nara.gov>; (a)-(e) @ Commandant G-SII Services <http://www.uscg.mil/hq/g-s/g-si/g-sii/sii.htm>. Questions may be addressed to the Coast Guard Records Manager, Commandant (G-SII) K. Sporn, (202)267-1016; [ksporn@comdt.uscg.mil](mailto:ksporn@comdt.uscg.mil).
6. FORMS. Standard Form 115, "Request for Records Disposition Authority" is available in Jetform Filler.

/s/

G. N. NACCARA

Director of Information and Technology